



STATE OF NEW JERSEY

Paul Gore, Fiscal Analyst (P6566I),
State Parole Board

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

Examination Appeal

CSC Docket No. 2019-87

: ISSUED: August 16, 2019 (EG)

Paul Gore, appeals the determination of the Division of Agency Services (Agency Services) which found that per the substitution clause for education, he was below the minimum requirements in experience for the promotional examination for Fiscal Analyst (P6566I), State Parole Board.

The subject promotional examination was announced with pertinent requirements which had to be met as of the announced closing date of December 21, 2017. Specifically, applicants were required to possess a Bachelor’s degree from an accredited college or university. Applicants who did not possess the required education could substitute experience on a year for year basis. The experience requirement was one year of experience in the collection, analysis, evaluation, and presentation of financial data used to provide an accurate accounting of administrative and operating costs, and the preparation of reports containing conclusions and recommendations for a private business or government agency. It is noted that the appellant was the only applicant for the subject examination and that the examination was cancelled when he was found ineligible.

A review of the appellant’s application and resume indicates that he did not possess a Bachelor’s degree. Additionally, it indicates that the appellant has served as a provisional appointee in the title under test from December 2016 through the December 21, 2017 closing date, as a Technical Assistant Contract Administration from August 2009 to December 2016, as a Head Clerk from April 2006 to August 2009, as a Principal August Clerk from February 2004 to April 2006, and as a Principal Clerk from June 2001 to February 2004. In reviewing the appellant’s application, Agency Services credited the appellant with one year and one month of relevant work experience for his work as a provisional Fiscal Analyst. However,

Agency Services determined that none of the appellant's other work experience was applicable.

On appeal, the appellant argues he possess more than the required experience for the subject examination. In support of his contention the appellant submits Classification Determination dated June 20, 2017, which found that while serving as a Technical Assistant Contract Administration the appellant was performing the duties of a Fiscal Analyst and provided a provisional appointment date pending promotional examination procedures, December 24, 2016. Additionally, the appellant provides two letters from prior supervisors which indicate that he has been performing the duties of a Fiscal Analyst since 2010. Further, the appellant provides Performance Assessment Reviews (PAR) for his current title and for the title of Technical Assistant Contract Administration.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. Additionally, *N.J.A.C.* 4A:4-6.3(b) provides that an appellant has the burden of proof in examination and selection disqualification appeals.

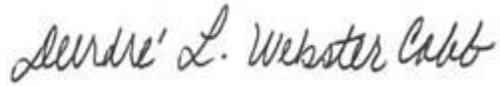
In the instant matter, Agency Services appropriately denied the appellant's eligibility for the subject examination for lacking the required applicable experience based on the information the appellant provided in his application. However, the information the appellant supplied on appeal indicates that the appellant had received a Classification Determination that he had been performing the duties of a Fiscal Analyst effective December 24, 2016. Further, the appellant submits two letters from past supervisors which indicate that the appellant had been performing duties consistent with those of a Fiscal Analyst since 2010. Therefore, it appears as though the appellant possesses more than the required five years of experience he needed per the substitution clause for education. Thus, the appellant met the experience requirements by the closing date of the examination and is to be admitted to the subject examination.

ORDER

Therefore, it is ordered that the appeal be granted, the examination cancellation be rescinded, and the appellant's application be processed.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 14TH DAY OF AUGUST, 2019



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